

*Division of Surface Water*  
*401 Certification and Isolated Wetlands Permitting*

**401 Director's Authorization Applications**

July 18, 2023



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## **401 Water Quality Certification / Isolated Wetland Permit Application – Electronic Application Overview**

This service provides the capability to electronically submit 401 Water Quality Certification pre-applications & applications, Isolated Wetland Permit applications, and 401 Director's Authorization applications. Each of these applications can be accessed via your personal dashboard (i.e., the opening screen which displays your 401 Application List.). Applications that are created will be listed on the Application List where additional actions may be performed on them (ex. downloading PDF application, edit, delete, and delegate).

Working within your secure eBusiness Center account, the ease of use of the new innovative smart forms, one-click submittals without having to mail paper forms to the agency, and the ability to make fee payments online make the 401 Application service the go-to destination to submit your application forms.


Detailed steps on how to fully complete each permit application has been graphically displayed below.

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## Service Activation

 Language Translation

An Official Site of **Ohio.gov**



SECURITY   DEVELOPERS   HELP   MANAGE OH|ID ACCOUNT

### Secure access to State of Ohio services

OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs. Users with an OH|ID account can access multiple State applications by only entering their username and password once.


Create OH|ID Account

User ID


[FORGOT YOUR USER ID?](#)

Password


[FORGOT PASSWORD?](#)

 Log In

[Get login help](#)



**Ohio EPA eBusiness Center**  
Electronically complete and file reports, make payments and submit permit and grant applications

[Go To Site](#) 

To access the 401 application forms, log in to your personal OHID account and access the Ohio EPA eBusiness Center application. The site is located at: <https://ohid.ohio.gov/wps/portal/gov/ohid/>. If you do not have an account, use these [step by step instructions](#) to create an OHID account and add the eBusiness Center application to your favorites.



## Welcome to the Ohio EPA eBusiness Center



Available Services <small>(What is this?)</small>			
Service	Action	Facilities	Delegations
Air Services	<a href="#">Request</a>	<a href="#">view/edit</a>	
Conference and Events Registration	<a href="#">Request</a>	<a href="#">view/edit</a>	
Division of Surface Water NPDES Permit Applications (STREAMS)			
DMWM Compliance	<a href="#">Request</a>	<a href="#">view/edit</a>	
DMWM Compost/Scrap Tire Facility Registration	<a href="#">Request</a>	<a href="#">view/edit</a>	
DMWM Infectious Waste Generator Registration	<a href="#">Request</a>		
DMWM License Registration			
DMWM Scrap Tire Transporter Registration	<a href="#">Request</a>		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	<a href="#">Request</a>	<a href="#">view/edit</a>	
DMWM Solid Waste/C&DD Facility Licensing	<a href="#">Request</a>	<a href="#">view/edit</a>	
DSW 401 Certification and Isolated Wetlands Permit			
DSW Credible Data	<a href="#">Deactivate</a>	<a href="#">view/edit</a>	<a href="#">view/edit</a>
DSW SWIMS CoPermittee Application	<a href="#">Request</a>	<a href="#">view/edit</a>	
e-DMR	<a href="#">Deactivate</a>	<a href="#">view/edit</a>	<a href="#">view/edit</a>
e-Drinking Water Reports	<a href="#">Deactivate</a>	<a href="#">view/edit</a>	<a href="#">view/edit</a>
E2 Administration	<a href="#">Deactivate</a>	<a href="#">view/edit</a>	<a href="#">view/edit</a>
Generic File Upload	<a href="#">Request</a>		
Hazardous Waste Report (eDRUMS)	<a href="#">Request</a>	<a href="#">view/edit</a>	
OEEF Grant Service	<a href="#">Request</a>		
Pay Ohio EPA Fees Online	<a href="#">Request</a>	<a href="#">view/edit</a>	
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores	<a href="#">Request</a>		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	<a href="#">Request</a>		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	<a href="#">Request</a>		

Once logged into the eBusiness Center you will see the service list. A *service* is a division within Ohio EPA that offers electronic services. To access the 401 application service, click on ***DSW 401 Certification and Isolated Wetlands Permit*** to select the service – you will be directed immediately.

**NOTE:** To submit applications you must have a PIN (i.e., electronic signature). A PIN can be obtained within minutes by clicking ***MY ACCOUNT*** and then ***Apply for New PIN*** – follow the on-screen instructions to receive your PIN. The majority of PINs are issued on the spot and can be used immediately.

Division of Surface Water 401 Service Activation

Would like to activate this service for you account?

Yes

Cancel

The first time you select this service you will be prompted to activate it – simply click **Yes**. You will now be directed to your personal dashboard where you can add permits to your personal list/view, complete permit applications

Ohio EPA - Division of Surface Water

DSW401 eBiz Home Logout

Home

Create New Application

## 401 Application List

SWIMS ID	Application ID	Project Name	Application Type	Created	Status	Actions
----------	----------------	--------------	------------------	---------	--------	---------

From your personal dashboard, click the **Create New Application** button.

## 401 Directors Authorization Application

### Create New Permit Application

The screenshot shows the first step of the application process. Step 1 is titled 'Select Permit Type'. A dropdown menu is open, showing the following options: '--Select a Permit Application Type --', '--Select a Permit Application Type --' (highlighted in blue), 'DSW401 WQC Application', 'DSW401 Pre-Application', 'Isolated Wetland Permit Application', and 'Directors Authorization Application' (highlighted with a red box). Step 2 is titled 'Create Project Address' and is currently empty. Step 3 is titled 'Create Application' and contains a button labeled 'Create New Permit Application'.

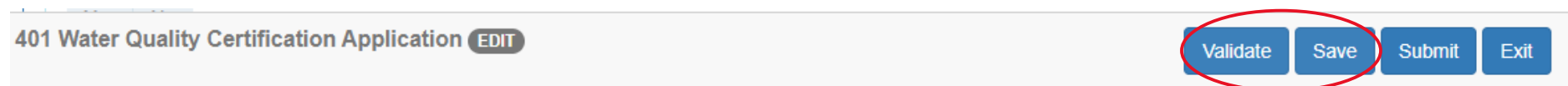
Use the dropdown on the right to select *Directors Authorization Application*.

The screenshot shows the first step of the application process with 'Directors Authorization Application' selected in the dropdown menu. Step 2 is titled 'Create Project Address' and contains fields for 'Project Name:', 'Street:', 'City:', 'State:', and 'Zip Code:'. The 'State:' dropdown is set to 'OH'. Step 3 is titled 'Create Application' and contains two buttons: 'Create New Permit Application' (highlighted with a red box) and 'Add Project' (highlighted with a red box).

Enter the Project Name and Project address in the provided fields and click *Add Project*. Click *Create New Permit Application* after the project information appears in Step 2.

NOTE: For detailed instructions on completing the 401 Director's Authorization Application please refer to the instruction document located at: <https://epa.ohio.gov/static/Portals/35/401/DA-App-Instructions.pdf>

As you begin filling out the form, **make sure to hit the Save button on the bottom of the screen frequently to avoid any loss of your information.** Hitting the "Validate" button at the bottom of the screen will highlight those fields that are still required, and you will not be able to submit until all fields are valid.



401 Water Quality Certification Application EDIT

Validate Save Submit Exit

## 401 Directors Authorization Application

SWIMS ID# 238884D

### Division of Surface Water - Water Quality Certification and Isolated Wetland Permitting Unit

#### 401 Application Revenue Information

#### Applicant Information

Company Name

#### Mailing Address

Address

City

State

Zip Code

Country

***Applicant Information*** - Provide your company name, if applicable, and company's mailing address, including the street, city, and zip code.



Contact Information		
First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		
<input type="text"/>		
Phone	Extension	
<input type="text"/>	<input type="text"/>	
Fax	Extension	
<input type="text"/>	<input type="text"/>	
Alternate Phone	Extension	
<input type="text"/>	<input type="text"/>	

Technical Contact, if different from above contact information	
First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
Phone	Extension
<input type="text"/>	<input type="text"/>

***Applicant Information*** – Provide the applicant’s name, title, telephone number, fax number, and email address. If someone other than the applicant will be the point of contact for this application, provide a technical contact, including their name, email address, and phone number.

Consultant/Agent Information

Copy address from above

Do you wish to add Consultant/Agent information?

Yes
No

Company Name

Mailing Address

Address

City

State

OH

Zip Code

Zip Code

Country

USA

Contact Information

First Name

Last Name

Title

Email

Email

Phone

(xxx) xxx-xxxx

Extension

Fax

(xxx) xxx-xxxx

Extension

Alternate Phone

(xxx) xxx-xxxx

Extension

**Consultant/Agent Information** – select yes if you wish to designate a consultant to act on your behalf. Enter the consultant or agent’s company name and mailing address along with the consultant’s name, title, email address, and phone number. If someone other than the consultant will be the point of contact for this application, provide a technical contact, including their name, email address, and phone number. You are not required to have an agent. If you do not wish to enter this information, select No and this section of the form will minimize and disappear.

Project Information

Project Name

test test

Pre-Application Coordination

Has Pre-application Coordination occurred?

Yes No

Brief Project Description / Purpose

***Project Name*** – Enter the name of your project. The project name will be used for tracking purposes by Ohio EPA, as well as in all correspondence referencing the project.

***Pre-application Coordination*** – Select whether pre-application coordination occurred for this project and if yes, provide the name of the Ohio EPA staff member who provided the coordination and the date of the meeting or coordination.



***Brief Project Description / Purpose*** – Provide a brief narrative description of the proposed project activities. Please keep this description short.

### Construction Timeframe

Enter Construction Start Date



Enter Construction End Date



Is any portion of the activity complete now?

Is this an "After-The-Fact" permit application?

Description of already completed activities and impacts on waters of the state.

***Construction Timeframe*** - provide the estimated start and end dates for the project by clicking on the calendar icon. Select Yes or No to indicated whether or not any portion of the project has already been started or completed. If waters have been impacted prior to receiving a permit, check yes that this is an After-The-Fact application. Provide a brief description of the activities that have been started or completed in the space provided.

## Coordinates

Use the map on the right to set the latitude and longitude values and verify they are correct. You may click on the map to choose latitude and longitude coordinates or enter the latitude and longitude values in the input fields below. Alternately, you may enter an address in the input field at the top of the map to find coordinates by address.

Enter Coordinates in Degrees, Minutes, Seconds

Latitude

Longitude

Collection Method

--Select Collection Method--

Search for Address:

Type an address in the input box below and select a match from the drop down list or select the magnifying glass button to plot the address on the map.

or place



Find address or place



***Coordinates*** – Enter the specific GPS coordinates of your proposed project. You may use the map on the right to zoom to your exact project location to determine the coordinates or search for a nearby street address. Select the appropriate collection method that was used to obtain the coordinates. If your project is linear or covers a large area, provide a point near the center of your project.

Project Location

Address

test

City

test

State

OH

Location Description

Zip Code

Add New Entry

Entry	×	Actions
43215		Actions

***Project Location*** - Provide specific information relating to the location of your proposed project. The project address will auto populate from the application creation screen. Give the project address or closest point of reference including the street name or nearest intersection, nearest city, state, and zip code. If your project covers a large area, more than one zip code may be entered by clicking the ***Add New Entry*** button.

List county(ies) along with their associated township(s).

County

County(ies)	Township(s)	Actions
Franklin	Franklin	Actions

First Previous 1 Next Last Show All Rows

HUC 12 Watersheds (select all that apply).

HUC8

HUC	Actions
-----	---------

First Previous 1 Next Last Show All Rows

**Project Location** - The county will be auto populated from the application creation screen. Click in the county field to add additional counties and associated townships where the project is located. If your project covers a large area, more than one county may be entered.

List the watershed (Hydrologic Unit Code 12) where the project is located by clicking on the within the HUC 8 field. You will first be required to select the appropriate HUC 8 watershed and then the HUC 10 and finally the HUC 12 from the dropdown lists. If your project covers a large area, more than one watershed may be entered.

U.S. Army Corps of Engineers District (select all that apply).

Select corps district(s)

Select the appropriate U.S. Army Corps of Engineers (Corps) District for your project using the dropdown selection by clicking on the **Select Corps District(s)** button. If your project covers a large area, more than one Corps district may be entered.

Other Water Related Permits Issued or Required	
<p>Oil &amp; Gas Storm Water General Permit</p> <p>Yes No Unknown</p>	<p>NPDES Permit</p> <p>Yes No Unknown</p>
<p>Nationwide Permit</p> <p>Yes No Unknown</p>	<p>Permit to Install</p> <p>Yes No Unknown</p>
<p>Section 9 Permit</p> <p>Yes No Unknown</p>	<p>ODNR Permit</p> <p>Yes No Unknown</p>
<p>Section 10 Permit</p> <p>Yes No Unknown</p>	<p>Regional General Permit</p> <p>Yes No Unknown</p>
<p>Isolated Wetland Permit</p> <p>Yes No Unknown</p>	

Select **Yes** on each to fill out the corresponding information. If you select **No** or **Unknown** the detail entry for each will minimize and disappear.

***Oil & Gas Storm Water General Permit*** – Storm water general permit for certain oil and gas pipeline activities

***Nationwide Permits*** –Nationwide Permits (NWP) are activity specific and are designed to relieve some of the administrative burdens associated with permit processing for both the applicant and the federal government. They provide a simplified, expeditious means of authorization under the various authorities of the Corps.



**General NPDES** – A general NPDES permit covers facilities that have similar operations and types of discharge. There are several types of NPDES general permits including the NPDES general permit for storm water discharges associated with construction activities.

**Individual NPDES** – An individual NPDES permit is unique to each facility. The limitations and other conditions in an individual permit are based on the facility's operations, type and amount of discharge, and receiving stream, among other factors.

**PTI** – A Permit to Install (PTI) is needed when a person wishes to construct any wastewater collection, storage or treatment system or wishes to modify any existing wastewater collection, storage or treatment system.

**Section 10** – The Corps issues Section 10 Permits. Section 10 of the Rivers and Harbors Act of 1899 requires that regulated activities conducted below the Ordinary High Water Mark (OHWM) elevation of traditionally navigable waters (TNW) of the United States be approved/permitted by the Corps.

**Section 9 Permit** – The U.S. Coast Guard issues Section 9 permits for projects that impact bridges in navigable waters.

**ODNR Permits** – If you selected yes, choose the appropriate permit type from the dropdown list.

- Lake Erie Coastal Permits - Ohio Department of Natural Resources (ODNR) Office of Coastal Management issues several permits for activities in the coastal zone along Lake Erie.
- DMRM Permits – ODNR Division of Mineral Resources Management issues coal and industrial minerals permits.
- DOGR Permits – ODNR Division of Oil and Gas Resources issues permits for oil and gas wells.

**Isolated Wetland Permit** - Ohio EPA has authority to regulate discharges of fill into isolated wetlands. The laws regarding isolated wetland permits is provided in Ohio Revised Code 6111.02 through 6111.028.

**Regional General Permit** – The Corps issues a type of general permit known as a Regional General Permit to the Ohio Department of Transportation (ODOT) every five years. This permit authorizes activities in waters of the United States conducted by ODOT in the State of Ohio.

## Fees

Are you exempt from fees?

Yes No

[Am I exempt?](#)

Per ORC 3745.114, all state agencies and the US Army Corps of Engineers are exempt from fees for 401 water quality certifications.

Select **Yes** or **No** to indicate if you are exempt from fees for a 401 Director's Authorization. Click the "Am I exempt" link to see who is exempt from fees for Director's Authorizations.

## Submitted Documentation

### Proposed Stream Impacts Table

Yes No

Enter Stream Impacts Table

-- OR --

Upload Stream Impacts Table

Browse... No files uploaded

**Stream Impacts** - Click the **Browse** button to upload a stream impacts table or click the **Enter Stream Impacts Table** button.

### Proposed Stream Impacts

Streams On-site and Proposed Impacts

Stream ID	Jurisdictional?	Flow	Aquatic Life Use Designation in 3745-1	Existing Use?	Length Onsite (linear ft.)	Preferred Alternative		Actions
						Impact Length (linear ft.)	Impact Type	
Stream Length Totals					0.00	0.00		
Subtotals - Ephemeral Flow					0.00	0.00		
Subtotals - Intermittent Flow					0.00	0.00		
Subtotals - Perennial Flow					0.00	0.00		
Subtotals - Temporary						0.00		
Subtotals - Permanent						0.00		

Add New Stream Impact

Click the **Add New Stream Impact** button to add information to the above table. Enter the appropriate information for the proposed impacts and click **Save** to return to the table.

Proposed Wetland Impacts Table

-- OR --

Upload Wetland Impacts Table

No files uploaded

**Wetland Impacts** - Click the **Browse** button to upload a stream impacts table or click the **Enter Wetland Impacts Table** button.

## Proposed Wetland Impacts

Wetlands Onsite and Proposed Impacts

Wetland ID	ORAM Score	Category	Cat. Verified by Ohio EPA?	Ohio EPA Reviewer who Verified	Acreage Onsite	Preferred Alternative			Actions
						Impact Acreage		Impact Type	
						Forested	Non		
Wetland Acreage Totals					0.00	0.00	0.00		
Subtotals - Category 1 Wetlands					0.00	0.00	0.00		
Subtotals - Category 2 Wetlands					0.00	0.00	0.00		
Subtotals - Category 3 Wetlands					0.00	0.00	0.00		
Subtotals - Temporary						0.00	0.00		
Subtotals - Permanent						0.00	0.00		

Click the **Add New Wetland Impact** button to add information to the above table. Enter the appropriate information for the proposed impacts and click **Save** to return to the table.

Pre-Construction Notification as Submitted to the Corps of Engineers

Yes

No

Upload Pre-Construction Notification as Submitted to the Corps of Engineers

Browse...

No files uploaded

US Army Corps of Engineers Public Notice or Provisional Nationwide Permit

Yes

No

Upload US Army Corps of Engineers Public Notice or Provisional Nationwide Permit

Browse...

No files uploaded

***Pre-construction notification (PCN)*** – Select whether the project required a PCN to the Corps and is provided with this application. Attach a copy of the PCN by selecting ***Browse***.

***U.S. Army Corps of Engineers Provisional Nationwide Permit*** – Select whether you have received a provisional Nationwide Permit from the Corps. Attach a copy of the Provisional Nationwide Permit by selecting ***Browse***.

Proposed Mitigation Plan

☒ Yes ☐ No

Upload Proposed Mitigation Plan

No files uploaded

***Proposed Mitigation Plan*** - Select whether you have prepared a mitigation plan for the project. Attach a copy of the mitigation plan by selecting ***Browse***.

Shape File

☒ Yes ☐ No

Upload Shape File

No files uploaded

***Shape File*** - Select whether you have a shapefile for the project. Attach the shape file(s) by selecting ***Browse***.

Description Of Conditions Not Met Within The 401 WQC For The NWP

Yes No

Description Of Conditions Not Met Within The 401 WQC For The NWP

Upload Description Of Conditions Not Met Within The 401 WQC For The NWP

Browse... No files uploaded

Description Of Conditions Waived By The Corps Of Engineers (If Applicable)

Yes No

Description Of Conditions Waived By The Corps Of Engineers (If Applicable)

Upload Description Of Conditions Waived By The Corps Of Engineers (If Applicable)

Browse... No files uploaded

**401 Conditions Not Met** – Provide a description of the conditions within the 401 water quality certification for the Nationwide Permits that are not being met for this project. You may attach additional information by selecting **Browse**.

**Corps Conditions Not Met** - Provide a description of the NWP conditions that will be waived by the Corps for this project. You may attach additional information by selecting **Browse**.

Description Of How The Project Minimally Impacts Water Quality And Reasons Why The Resources Are Unable To Be Avoided

Yes No

Description Of How The Project Minimally Impacts Water Quality And Reasons Why The Resources Are Unable To Be Avoided

Upload Description Of How The Project Minimally Impacts Water Quality And Reasons Why The Resources Are Unable To Be Avoided

Browse... No files uploaded

Description Of How The Project Meets Public Need, As Defined In OAC 3745-1-50, For Proposed Impacts To Category 3 Wetlands

Yes No

Description Of How The Project Meets Public Need, As Defined In OAC 3745-1-50, For Proposed Impacts To Category 3 Wetlands

Upload Description Of How The Project Meets Public Need, As Defined In OAC 3745-1-50, For Proposed Impacts To Category 3 Wetlands

Browse... No files uploaded

***Minimal Impacts to Water Quality*** - Provide a description and rationale of how this project will minimally impact water quality and why the resources to be impacted are unable to be avoided. You may attach additional information by selecting ***Browse***.

***Public Need Demonstration*** – For proposed impacts to Category 3 wetlands, provide a description of how this project meets the definition of public need in OAC 3745-1-50. You may attach additional information by selecting ***Browse***.



High Resolution Color Photographs For Each Resource Proposed For Impact

☒ Yes ☐ No

Upload Site Photographs

No files uploaded

**Photographs** – Select whether you have taken photographs for each resource proposed for impact and upload those pictures by selecting **Browse**. Photographs should be provided in accordance with Appendix B and C of the 401 WQC for the 2017 NWP.

QHEI or HHEI Forms For Stream Proposed For Impact

☒ Yes ☐ No

Upload Habitat Evaluations

No files uploaded

QHEI ID	Location	Name	Validated	Create User	Create Date	Actions
<div>Filter all columns</div> <div>First Previous 1 Next Last Show All Rows</div> <div>Add QHEI Form</div>						

HHEI ID	Location	Name	Validated	Create User	Create Date	Actions
<div>Filter all columns</div> <div>First Previous 1 Next Last Show All Rows</div> <div>Add HHEI Form</div>						

**Habitat assessments on Streams** – Select whether you have performed any habitat assessments for streams within the project area. By clicking on **Add QHEI** or **Add HHEI**, you can enter the results of the QHEI or HHEI assessments directly into the form. You may also choose to upload scanned copies of your forms if you already have them saved on your computer by selecting **Browse**.

10 Page ORAM Forms For Wetlands Proposed For Impact

Upload Ohio Rapid Assessment Method (ORAM) Forms

No files uploaded

ORAM ID	Wetland ID	Rater Name	Validated	×	Create User	×	Create Date	×	Actions
---------	------------	------------	-----------	---	-------------	---	-------------	---	---------

Filter all columns

First Previous **1** Next Last Show All Rows

***ORAM assessments on Wetlands*** – Select whether you performed an ORAM assessment for the wetlands proposed for impact. By clicking on ***Add ORAM Form***, you can enter the results of the ORAM assessment directly into the form. You may also choose to upload scanned copies of your forms if you already have them saved on your computer by selecting ***Browse***.

Ohio Department of Natural Resources - Threatened and Endangered Species Coordination

Yes No

Upload Ohio Department of Natural Resources - Threatened and Endangered Species Coordination

Browse... No files uploaded

United States Fish & Wildlife Service - Threatened and Endangered Species Coordination

Yes No

Upload United States Fish & Wildlife Service - Threatened and Endangered Species Coordination

Browse... No files uploaded

***ODNR Threatened and Endangered Species Coordination*** – Select whether you have received comments from ODNR regarding threatened and endangered species. Attach your submitted request or comments received by selecting ***Browse***.

***USFWS Coordination*** – Select whether you have received comments from USFWS regarding threatened and endangered species. Attach the comments received by selecting ***Browse***.

When complete, you can click the ***Validate*** button to check for errors within in the form – they will be highlighted in **Red**. If no errors exist, click the ***Submit*** button to submit the form or the ***Save*** button to Save and Exit. *NOTE: The option to print, delete, edit, and delegate the application will be available from your personal dashboard.*

## **Qualitative Habitat Evaluation Index and Use Assessment Field Sheet**

For detailed instructions on how to complete a QHEI and fill out the forms, please refer to the QHEI manual located at:  
<https://epa.ohio.gov/static/Portals/35/documents/QHEIManualJune2006.pdf>

## **Primary Headwater Habitat Evaluation Index and Use Assessment Field Sheet**

For detailed instructions on how to complete a HHEI and fill out the forms, please refer to the PHWH manual located at:  
[https://epa.ohio.gov/static/Portals/35/wqs/headwaters/PHWHManual\\_2020\\_Ver\\_4\\_1\\_May\\_2020\\_Final.pdf?ver=Jx6Z3rn9feBAUir3HWp\\_FQ%3d%3d](https://epa.ohio.gov/static/Portals/35/wqs/headwaters/PHWHManual_2020_Ver_4_1_May_2020_Final.pdf?ver=Jx6Z3rn9feBAUir3HWp_FQ%3d%3d)

## **Ohio Rapid Assessment Method for Wetland Categorization (ORAM)**

For detailed instructions on how to complete an ORAM and fill out the forms, please refer to the ORAM manual located at:  
<https://epa.ohio.gov/divisions-and-offices/surface-water/reports-data/wetland-ecology>

## Submitting Applications

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. Application is hereby made for a Section 401 Water Quality Certification. The project proponent hereby certifies that all information contained herein is true, accurate, and complete to the best of my knowledge and belief. The project proponent hereby requests that the certifying authority review and take action on the CWA 401 certification request within the applicable reasonable period of time.

**Security Question:** What color is red?

Answer

**PIN:**

PIN

Submit Cancel

When you click the **Submit** button, you will be prompted to answer a security question and enter your PIN (i.e., your personal electronic signature). Enter this information and click the **Submit** button.

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. Application is hereby made for a Section 401 Water Quality Certification. The project proponent hereby certifies that all information contained herein is true, accurate, and complete to the best of my knowledge and belief. The project proponent hereby requests that the certifying authority review and take action on the CWA 401 certification request within the applicable reasonable period of time.

**Security Question:** What color is red?

....

**PIN:**

....

The answer to the security question is incorrect. Please try again.

**Submit** **Cancel**

Entering in an incorrect security question answer or PIN will result in a red error message – simply just reenter this information and click the ***Submit*** button again.

## Editing, Deleting, and Delegation

Ohio EPA - Division of Surface Water						DSW401	eBiz Home	Logout		
Home Create New Application										
401 Application List										
SWIMS ID	Application ID	Project Name	Application Type	Created	Status	Actions				
238883P	73097944	Test	401 WQC PreApplication	07/17/2023	Edit	Actions				

If you saved the application form and chose not to submit it immediately, it will now be housed on the 401 Application List on your personal dashboard where you can now perform the tasks under the **Actions** dropdown.

### Possible Actions:

**Edit Application** – takes you back in to editing the application

**Delegate Application** – delegate the application to another eBusiness Center account holder (ex. one person prepares the application, another person submits it)

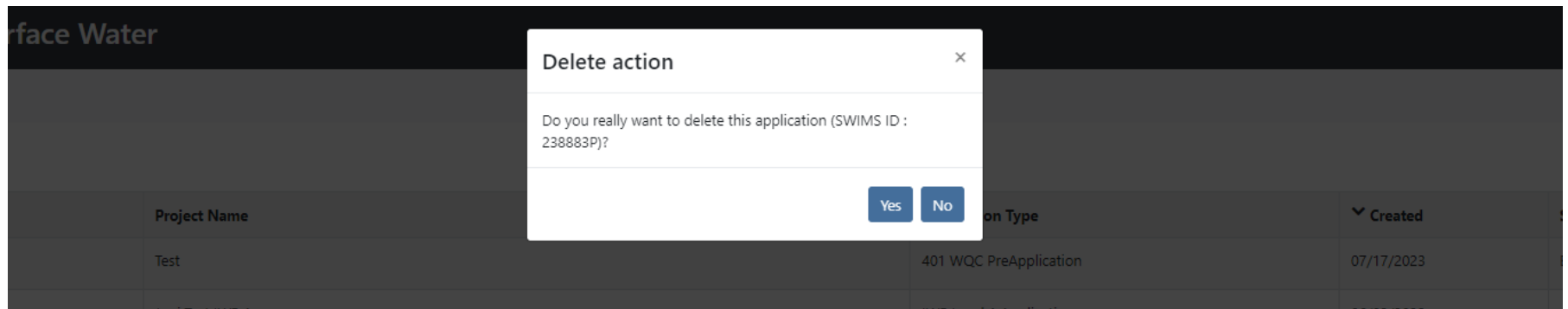
**Download Application PDF** – downloads a pdf of the 2-4 page application form

**Zip** - downloads all the attachments in a zip file

**DELETE** – permanently deletes the application. This action **CANNOT BE UNDONE**.

**View Attachments** - opens separate screen to see a list of all attachments currently uploaded

**Upload Application Documents** - upload specific attachments to the system



If you decide to delete the application form that you have created, simply click on the ***Actions*** dropdown and select ***Delete Application***. A confirmation window will prompt you to confirm the deletion of the application. If confirmed, the application will no longer be present on your dashboard. **This action is permanent and cannot be undone, so use this action carefully.**



Ohio EPA - Division of Surface Water
DSW401 eBiz Home Logout

Home Create New Application

### Delegate Application to Another User

Current Application Associations

SWIMS ID 238883P Information

User ID	Account	Delegator User ID	Actions
10083959	Joni Lung joni.lung@epa.ohio.gov		Creator

Account Search and Delegate
Cancel

If you choose to delegate an application form, simply click on the **Actions** dropdown and select **Delegate Application**. The system will prompt you to search for the account holder that you want to delegate to. If you know their eBusiness Center account User ID, simply type it in and click **Search**.

**TIP:** Do not fill in all search fields (for example, if you do not know the User ID, simply type in their last name and click **Search**.). This screen also displays all users that have access to the application.

Search Account and Delegate Application

You have chosen to delegate application (73097944). Please select the eBusiness Center account you would like to assign this delegation.

User ID

First Name

boyles

Search

Reset

Your search returned 6 accounts.

User ID	User Details	Select
10046521	Jeffrey Boyles	<input type="radio"/>
Bichvan	Bichvan Boyles	<input type="radio"/>
jboyles	Jeffrey Boyles	<input type="radio"/>
kboyles	Kristy Boyles	<input type="radio"/>
lakeeriecouncilbsa440	Carl Boyles	<input type="radio"/>
PatrickBoyles	Patrick Boyles	<input type="radio"/>

Filter all

FirstPrevious1NextLast

Show All Rows

Exit

The example above is a search by the Last Name of “Boyles”. The system returns a list of all user names that match. To choose a user select the radio button in the Select Column of the appropriate person.

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## Search Account and Delegate Application

×

You have chosen to delegate application (73097944). Please select the eBusiness Center account you would like to assign this delegation.

User ID

First Name

boyles

Search

Reset

Your search returned 6 accounts.

User ID	User Details	Select
10046521	Jeffrey Boyles	<input checked="" type="radio"/>
Bichvan	Bichvan Boyles	<input type="radio"/>
jboyles	Jeffrey Boyles	<input type="radio"/>
kboyles	Kristy Boyles	<input type="radio"/>
lakeeriecouncilbsa440	Carl Boyles	<input type="radio"/>
PatrickBoyles	Patrick Boyles	<input type="radio"/>

Filter all

First

Previous

1

Next

Last

Show All Rows

You have selected the following account. If this is correct select the 'Delegate' button to associate this account with your application. If this is not the correct account please refine your search criteria and search again.

10046521  
Jeffrey Boyles  
50 West Town Street  
Columbus OH, 43215

Delegate

A confirmation will be shown of the account holder that you selected, simply click the **Delegate** button to complete the delegation. At this point, the account holder you have delegated can log into their personal eBusiness Center account and will have the application/report listed on their dashboard. As the original creator of this application, you may also delete this delegation by selecting the delegate action and clicking **Delete** next to that user's information.

## ePay – Fee Payment

### Ohio EPA Fee Payment Options

Your submission to Ohio EPA was successful. Payment of any applicable fees must be received by the due date shown on your invoice. Some fees have a penalty added for late payment. Late payment penalties, if any, are explained on the invoice. A confirmation email, including a copy of the invoice, has been sent to the email address associated with your account. Please save a copy of this invoice for your records.

Your invoice may be paid online with one of the credit cards listed below or by debiting your bank account through the Automated Clearing House (ACH). All online transactions are processed as one time payments. Ohio EPA does not save your credit card or bank account information. If you need assistance please call our Fiscal office, Mon. - Fri. between 8 AM and 5 PM (closed on holidays) at (614) 644-2339.

#### Master Card, VISA or Discover Credit Card:

Any eBusiness account holder can pay using a credit card; you do not need a PIN. A service fee of 2.2% is added to payments made by credit card. The service fee covers Ohio EPA's processing cost. Service Fee Example: If you pay a \$100 invoice with a credit card the 2.2% service fee would be \$2.20. Your credit card statement will show two payments, the \$100 invoice payment and a separate \$2.20 service fee.

#### Automated Clearing House (ACH):

Ohio EPA eBusiness account holders must have an Ohio EPA PIN to pay by ACH (electronic check) from your bank account. There is no service fee for ACH payments. Some bank accounts have a debit block or filter that rejects ACH payments. Please contact your bank if you think a debit block may be in place and ask your bank to modify or remove it before you pay using ACH.

Please download your invoice. After you download your invoice you may proceed with online payment or select the 'Exit' button if you will be sending your payment by US mail.

### Print Your Invoice



Download Invoice

To download your invoice you will need the free Adobe Acrobat Reader. If you do not have the reader you can download it by clicking on the image below.



### Pay Electronically

To proceed to the electronic payment page you must **download your invoice**. If you are paying more than one fee, the online payment page will show each fee on a separate line. In order to verify the total you will need the invoice.

#### Pay by Postal Mail with a Check or Money Order

Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order.

If you need assistance or have questions regarding Ohio EPA eBusiness Center please call our technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an e-mail to ebizhelpdesk@epa.state.oh.us. Technical support hours of operation are 8:00 AM - 5:00 PM weekdays, except state holidays.

Exit

### Ohio EPA Fee Payment Options

#### Pay Electronically

##### Master Card, VISA or Discover Credit Card:

A service fee of 2.2% is added to payments made by credit card. You will be charged for two payments, the invoice payment and a separate service fee. When you arrive at the payment screen please enter your billing name and address exactly as it appears on your credit card statement.

Amount Due:	\$123.00
Service Fee:	\$2.71
<b>Total Amount Due:</b>	<b>\$125.71</b>

Pay with Credit Card

##### Automated Clearing House (ACH):

There is no service fee for ACH payments. When you provide your bank account number and routing number, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the billing name and address match the information for your bank account and make corrections if necessary.

Total Amount Due: \$123.00

Pay with ACH (electronic check)

#### Pay Later

If you would like to use Electronic Payment, but are not ready at this time, you can return to the eBusiness Center at a later time and select "Pay Ohio EPA Fees Online". You will need the Revenue ID or Transaction ID from your invoice to make your payment.

#### US Mail Check, Money Order or State Agency ISTV

Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.

#### Help Contacts

If you need assistance making a payment, please call our Fiscal office at (614) 644-2339. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an email to ebizhelpdesk@epa.ohio.gov. Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.

Exit

If the application generates a fee, the preferred method of fee payment is through ePay. After submitting the application, the Fee Payment Options screen will appear (you will also get an email containing a PDF of both application and invoice). You can pay immediately or pay later by logging back into your account and clicking **Pay EPA Fees Online** in the available service list. To pay immediately, click the **Download Invoice** button to proceed with the online payment. The invoice information will appear on screen where the payer may select **Pay with Credit Card**, **Pay with ACH** or **Exit** (to return to the eBusiness Center home page). If paying via credit card, a 1.9% fee is applied – no fee is applied if using electronic check (Note: If the payer does not have an eBusiness Center PIN their only payment option is to pay by credit card. If your preferred method of payment is by electronic check simply return to the eBusiness Center and click **My Account** and then **Apply for PIN** to receive a PIN within minutes.)

## **Technical Support**

For site specific or detailed 401-related questions, contact:

Joni Lung

401 Section Technical Lead  
Division of Surface Water  
50 West Town Street, Suite 700  
Columbus, OH 43215

[Joni.Lung@epa.ohio.gov](mailto:Joni.Lung@epa.ohio.gov)

(614) 644-2152

For system technical assistance with the 401 Service or any of the Division of Surface Water's Electronic Business Services, don't hesitate to contact the system administrator. The administrator urges each account holder to develop a positive working relationship with DSW to remain current on relevant topics, obtain value-added tips, streamline efforts, and to always have a go-to contact when you need one.

The preferred method of communication is through email as the administrator can email you personalized click-by-click instructions. If you leave a voice mail or send an email, you will receive expert advice from the administrator -- nearly 95% of technical assistance requests are handled within minutes but can take up to 24 hours if the administrator is out of the office or away from the desk.

**BUSINESS HOURS:** Mon- Fri: 8:00 a.m. – 5:00 p.m.